	APOLLO HOSPITALS, SECUNDERABAD	AAC -0 3c
		Issue: C
	POLICY ON REFERRAL/TRANSFER OF PATIENTS	Date:06-01-2017
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PREPARED BY:		APPROVED BY:
Dy.Medical Superintendent		Chief Executive Officer

## 1.0 Purpose:

To define the policy for care of the patients requiring referral to another facility or inter-facility

## 2.0 Scope:

Hospital wide


## 3.0 Definition

Referral: The process of directing or re-directing (a medical case or a patient) to an appropriate facility, specialist or department for definitive treatment.

## 4.0 Responsibility:

All members of care giving team at Apollo Hospitals, Secunderabad including consultants, resident doctors and nurses

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## 5.0 Policy:

To guide the personnel dealing with referral of patients to other departments within the same facility or other Health Care Organizations outside the facility as per the treatment requirements

The referral policy is classified into

- a) Emergency referral,
- b) Non-emergency or routine referrals.

## 6.0 Procedure:


6.1 The Primary consultant based on the treatment requirement will refer the in-patients to the relevant department within the facility or other HCO outside the facility.

6.2 The same is documented in the patient's medical record by the primary consultant.

6.3 Patient requiring Emergency referral to another facility is assessed and stabilized to be able to shift him to another facility. Competent Nurse and doctor will also accompany the patient as per the requirement of patient's condition.

6.4 Facility for referral is identified in consonance with treating physician.

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6.5 Patient or guardian / attendant are explained about the need of referral and place of referral facility.

6.6 For referral within the facility and routine referrals, the resident doctor and nurse-In-charge is responsible for intimating the referred consultant and ensures consultation.

6.7 The nurse enters the referral in referral register, maintained in the respective Nursing Stations for further follow-up.

6.8 The referred consultant will visit the patient and documents his opinion, treatment orders / diagnosis in the patient medical record and the same is communicated to treating consultant by the resident doctor.

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